



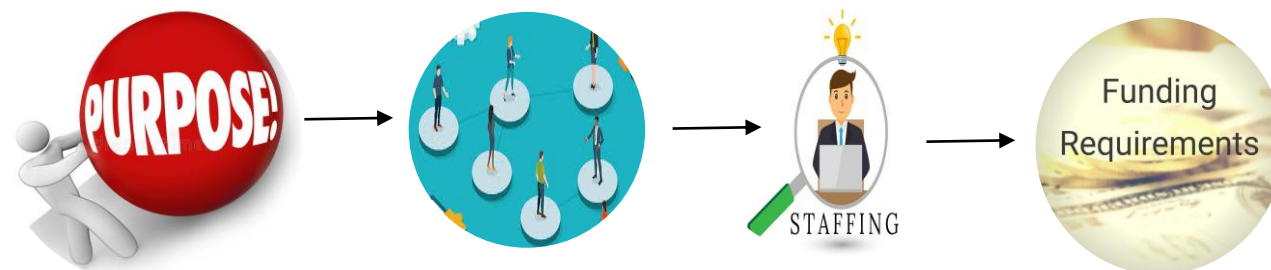
GUIDELINES PRESCRIBING THE ORGANIZATIONAL STRUCTURE STAFFING PATTERN, AND FUNDING REQUIREMENTS OF THE OFFICES IN THE NEGROS ISLAND REGION

DBM Circular Letter No. 2025-3

Dated February 18, 2025

► PURPOSE

DBM Circular Letter No. 2025-3 dated February 18, 2025 was issued to prescribe the guidelines on the organizational structure, staffing pattern, and funding requirements of the offices in the Negros Island Region (NIR), as provided in Section 11 of the Implementing Rules and Regulations of RA No. 12000 (Negros Island Region Act).



COVERAGE

- The Circular covers all national government agencies (NGAs), including Constitutional Commissions and instrumentalities, with existing regional, field, and satellite offices currently situated in Regions VI and VII, and those required by law to maintain regional presence in order to effectively and efficiently implement their programs.

► COVERAGE

The new administrative region shall be composed of the following provinces, including cities, municipalities, and barangays under their jurisdiction:

- a. Negros Occidental including Bacolod City;
- b. Negros Oriental; and
- c. Siquijor.



GUIDELINE ON STAFFING

All Departments/Agencies Concerned shall locate their respective NIR Offices in Negros Occidental or Negros Oriental as provided under Section 4 of RA No. 12000, distributed as follows:



NEGROS OCCIDENTAL

- i. Agriculture and Land Related Cluster
- ii. Peace and Order and Security Cluster
- iii. Governance Cluster

NEGROS ORIENTAL

- i. Human Development Cluster
- ii. Infrastructure Cluster
- iii. Industry and Labor Cluster

NEGROS OCCIDENTAL

i. Agriculture and Land Related Cluster



Department of Agriculture



Department of Environment and Natural Resources



Department of Agrarian Reform



Department of Human Settlements and Urban Development

NEGROS OCCIDENTAL

ii. Peace and Order and Security Cluster



Department of Justice



Department of the Interior and Local Government



Philippine National Police



Department of National Defense

NEGROS OCCIDENTAL

iii. Governance Cluster



Department of Budget and Management



Department of Finance



National Economic and Development Authority

NEGROS OCCIDENTAL

iii. Governance Cluster



Department of Foreign Affairs



Commission on Audit



Commission on Elections

► NEGROS ORIENTAL

i. Human Development Cluster



Department of Education



Department of Social Welfare and Development



Department of Health



Technical Education and Skills Development Authority

► NEGROS ORIENTAL

i. Human Development Cluster



Commission on Higher Education



Civil Service Commission



Philippine Statistics Authority



Department of Labor and Employment

NEGROS ORIENTAL

ii. Infrastructure Cluster



Department of Public Works and Highways



Department of Transportation



Department of Information and Communications Technology



Department of Energy

NEGROS ORIENTAL

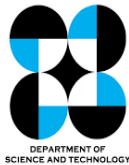
iii. Industry and Labor Cluster



Department of Trade and Industry



Department of Tourism



Department of Science and Technology



Department of Finance - Securities and Exchange
Commission

Establishment of NIR Offices:

To ensure regional representation, the agencies listed without established regional offices (ROs) in other areas may establish offices/units similar to those currently operational in their respective agencies.

- NGAs, including Constitutional Commissions and instrumentalities not mentioned above that are **required by law to maintain regional presence in order to effectively and efficiently implement their programs, activities, and projects (P/A/Ps).**

Establishment of NIR Offices

- **Establishment of Satellite or Front-line Offices in Siquijor by NGAs and Constitutional Commissions**
- NGAs, including Constitutional Commissions, and instrumentalities may establish satellite or front-line offices in the province of Siquijor, **subject to the evaluation of the DBM.**



► **For the initial operation of the NIR Office, all departments/agencies concerned shall submit requests to the following, as applicable:**

- DBM — for the issuance or reactivation of organization code for the NIR office and Lower Level Operating Units (LLOUs)



For the initial operation of the NIR Office, all departments/agencies concerned shall submit requests to the following, as applicable:

- DOF - Bureau of the Treasury — for opening/updating of Modified Disbursement System (MDS) Sub-Accounts in Authorized Government Servicing Banks (AGSBs).



For the initial operation of the NIR Office, all departments/agencies concerned shall submit requests to the following, as applicable:

- AGSBs — for the enrollment of MDS Sub-Account and updating of Unified Accounts Code Structure Organization codes of LLOUs with existing MDS Sub-Account.



In the establishment of NIR Office, departments/agencies concerned shall undertake the following:

- Designate an incumbent Director IV, Director III, or Division Chief as the Interim Head of their respective NIR Offices not later than July 31, 2025 to oversee the conduct of the transition activities for the purpose.

Set-up the Core Staff Setup

- Transfer certain existing personnel of ROs VI and VII; and/or
- Detail certain personnel from the department/agency's Central Office and/or other ROs to the NIR Office.

Detail certain personnel from the department/agency's Central Office and/or other ROs to the NIR Office.

- The designated/detailed/transferred personnel, if applicable, may be considered on travel status
- Personnel on travel status will be entitled to travel expenses in the performance of their duties.
- The travel period should not exceed 30 calendar days.
- The travel expenses will be subject to the provisions of Executive Order No. 77, s. 2019.
- The travel expenses will also be subject to other existing budgeting, accounting, and auditing rules and regulations.

Detail certain personnel from the department/agency's Central Office and/or other ROs to the NIR Office.

Under Section 74, Chapter 7, Book VI of the Administrative Code of 1987:

When an official or employee is transferred due to exigencies of the service (not at their own request):

- The official/employee, spouse, and children under 21 are entitled to transportation and freight for reasonable baggage and household effects.
- These expenses are paid from the agency's travel budget.

Special Disbursing Officer (SDO)

Designate an SDO for the respective NIR Offices who will be responsible for the management of fund transfers/cash advances.



Augmentation of Core Staff of the NIR Office

- If departments/agencies determine that the designated/detailed/transferred personnel are insufficient to perform the intended functions/tasks, they may submit a request to the DBM for the creation of the "**barest minimum**" number of positions to augment the NIR Office's core staff.

Conduct of the May 12, 2025, National and Local Elections

- All staffing actions and personnel movements shall be subject to the provisions of the **Omnibus Election Code and other pertinent laws, rules, and regulations**, as may be prescribed by the Commission on Elections (COMELEC) and other competent authorities.

Nonetheless, agencies may apply for **exemption, subject to the approval of the COMELEC.**

GUIDELINES ON FUNDING

For Fiscal Year (FY) 2025,

The Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) requirements of the NIR Office shall be sourced from the budget of the departments/agencies concerned specifically intended for the following:

- RO VI, Province of Negros Occidental and City of Bacolod, and
- RO VII, Provinces of Negros Oriental and Siquijor

Provision of Budget for NIR Office and Rules on Augmentation

If found inadequate, the budget of the NIR Office may be provided by the Agency Central Office's MOOE within the department/agency and within the same FY, subject to the rules on augmentation and/or modification in the allotment as provided in the annual GAA and other pertinent issuances.

Provisional Office Space For ROs VI AND VII

In the interim, Agencies in ROs VI and VII may provide a separate area/office for the NIR Office within their existing facilities and/or resources, or through rental of office space, as may be necessary, subject to availability of funds.



Provision of Supplies and Equipment for NIR Office Operations

The department/agencies concerned shall ensure that:

- Supplies, materials, information technology-related infrastructure, and other office equipment (e.g., computers, copiers, printers) necessary for the operation of the NIR Office are provided.
- These items shall be provided from their current inventory or through rental.
- The provision of these items shall be subject to existing budgeting, accounting, and auditing rules and regulations.

Procurement of equipment intended for the NIR Office

The procurement of equipment intended for the NIR Office, as necessary, shall continue to be made by the appropriate implementing unit under the interim set-up.



Release of Unreleased Appropriations for NIR Office in FYs 2024 and 2025

- If there are unreleased appropriations under the FYs 2024 and 2025 budgets, the DBM shall continue to release the allotment/obligational authority based on the P/A/P or purpose in the GAA.
- This release is subject to applicable laws, rules, and regulations, including those in the General and Special Provisions of the GAA.

Request for Additional Funds and Allotment Modifications for NIR Office within FY 2024 and FY 2025

- Requests for additional funds, allotment modifications, or the use of savings to address deficiencies for the NIR Office within FY 2024 and FY 2025 shall be submitted to the DBM for evaluation and recommendation to the approving authority.
- This is subject to existing guidelines on the release of funds.

Budgeting Process for NIR Office Operations in FY 2026 and Succeeding years

For FY 2026 and succeeding years, the PS, MOOE, and CO requirements necessary for the full operation of the NIR Office shall be subject to the usual budgeting process and applicable budgeting, accounting, and auditing laws, rules, and regulations.



BOOK OF ACCOUNTS

Maintenance of Books of Accounts for ROs VI and VII Until NIR Office Unit Creation

The existing books of accounts for ROs VI and VII shall continue to be maintained until such time that separate budgeting and accounting unit in the NIR Office are created.



Interim Fund Management and Payment Processing for NIR Office Operations

A subsidiary record for the operating requirement of the NIR office shall be maintained by ROs VI and VII.

- All fund transfers shall be treated as cash advance, subject to liquidations by the designated SDOs of NIR Offices.
- With this interim set-up, partial deferment on the use of Advice to Debit Account as payment mode for Accounts Payable may be affected.

Inventory and Accountability of Assets for NIR Office

An inventory of properties, supplies and materials, records and other assets and liabilities shall be maintained for accountability purposes.



RESPONSIBILITY OF AGENCY HEAD

Agency heads and accountable officers shall establish internal guidelines for the proper implementation of the provisions of this Circular.



THANK YOU